

## Chapter 4 - Budget Maintenance - BMT

---

## Budget Maintenance

Budget Maintenance is used to record the budget information for the accounts that you have entered. The system will keep track of the amount vouchered out of these accounts. This is also the area that the DSS 207 gets information from for the Basic Grant and In Home Care Program.

### Accessing the Budget Maintenance Screen:

To access the Budget Maintenance Screen, insert **BMT** in the Next Tran field and press <Enter>.

### Probate Next Tran Line:

NXT TRAN	P	BMT	TYPE	INQ	CASE NBR	00000000	REC NBR	___
----------	---	-----	------	-----	----------	----------	---------	-----

### Juvenile Next Tran Line:

NXT TRAN	BMT	TYPE	INQ	CASE NBR	00000000	___	PET	00000000	EVT	___	PTY	___
----------	-----	------	-----	----------	----------	-----	-----	----------	-----	-----	-----	-----

The following screen will be displayed.

Court ID: J 44 ANGIE                      Juvenile Budget File                      Release: 025

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account Code	Budget Year	Code Type	Budget Amount	Code Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	
E302	2002	E	75000.00	PROFESSIONAL & CONTRACTUAL	

More...

Nxt Tran    BMT    Type    INQ    Case#    00000000    Petn#    00000000    Evt#    Party

F1=Help    F2=Nxt Tran    F3=Exit    F4=Prompt                      F6=System

F8=Probate    F9=Name Inq.                      F14=Dkt. Inq                      F16=Inv. Cal

MA    b                      MW                      07/077

Connected to remote server/host OSMSOUTH using port 23                      \\SC40\1N54QLS on Ne05:

Following are explanations of the above screen.

NOTE: Unless otherwise noted, all of the following fields are display fields only and no data entry is allowed.

**~Account~**

This is the four character accounting code that you wish to track budget data on.

**~Budget Year~**

This is the budget year for this account. If the budget year runs from October, 2002 through September, 2003, the budget year would be 2003.

**~Code Type~**

This is the type of the account that was entered when the account was entered on the ACT screen.

**~Budget Amount~**

This is the amount of the budget for the year for this account.

**~Code Description~**

This is the description for this account as taken from the ACT screen.

**~Selection~**

This is the type of transaction that you want to perform. The valid entries are: A = Add, M = Modify and I = Inquire.

## Example of a Budget Maintenance Add:

1. Enter an "A" on the first line at the right hand side of your screen and press <Enter>.

The screenshot shows a terminal window titled "B" with the following content:

```

Court ID: J 44 ANGIE          Juvenile Budget File          Release: 025

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account  Budget  Code   Budget  Code
Code    Year   Type   Amount  Description
E815    2007   E       1.00    RESPITE/TETHERING
E815    2006   E       1.00    RESPITE/TETHERING
E815    2005   E       1.00    RESPITE/TETHERING
E815    2004   E       1.00    RESPITE/TETHERING
E815    2003   E       1.00    RESPITE/TETHERING
E812    2003   E     13452.00  KIND PROGRAM
E202    2003   E    500000.00  SUPPLEMENTAL CLOTHING
RST     2002   R     12000.00  RESTITUTION
E903    2002   E     30000.00  BASIC GRANT TRANSPORTATION
E815    2002   E         1.00    RESPITE/TETHERING
E812    2002   E     13452.00  KIND PROGRAM
E302    2002   E     75000.00  PROFESSIONAL & CONTRACTUAL

Sel
A ←
More...

Nxt Tran  BMT Type INQ Case# 00000000 Petn# 00000000 Evt# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MP b MW 08/077
Connected to remote server/host.OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

```

The system will display the add Budget File Maintenance screen. Enter the following information on the add screen.

1. Enter the accounting code as taken from the ACT screen.
2. Enter the budget year.
3. Enter the year that this budget starts in the "Start Year" field.
4. Enter the month that this budget starts in the "Start Month" field. Valid entries are 01 - 12.
5. Enter the number of months that this budget will cover. Valid entries are 01 - 12.
6. Enter the distribution of this account. The valid entries are A = Auto or M = Manual.
7. Enter the amount of this budget.

After you have entered all information, press <Enter>, enter your password and then press <F10> and the system will save the information that you entered.

```

B
-----
Court ID: J 44 ANGIE           Budget File Maintenance           Release: 025
Accounting Code : AFE           Budget year : 2003           ADD
Effective date :
Start year : 2002           Starting month : 10           Number of months : 12
Distribution : A (A=Auto M=Manual)           Amount : 10000.00

F1=Help           F3=Exit           F6=System
                  F14=Dkt. Inq           F16=Inv. Cal

MR  b           MW           07/068
Connected to remote server/host OSMSOUTH using port 23           \\SCAO\1N54QLS on Ne05:
    
```

Once all information has been entered, press <Enter> and the system will display the distribution screen.

```

B
-----
Court ID: J 44 ANGIE           Budget File Maintenance           Release: 025
Accounting Code : AFE           Budget year : 2003           ADD
Effective date : 00/00/0000
Start year : 2002           Starting month : 10           Number of months : 12
Distribution : A (A=Auto M=Manual)           Amount : 10000.00

Fund      Activity      Account      Type      Account description
00101     00149 00      00853 000      R      ATTORNEY FEES

2002 October      2002 November      2002 December      2003 January
833.33           833.33           833.33           833.33

2003 February      2003 March           2003 April           2003 May
833.33           833.33           833.33           833.33

2003 June           2003 July           2003 August           2003 September
833.33           833.33           833.33           833.37

F1=Help           F3=Exit           F6=System
                  F14=Dkt. Inq           F16=Inv. Cal

MR  b           MW           06/015
Connected to remote server/host OSMSOUTH using port 23           \\SCAO\1N54QLS on Ne05:
    
```

The system automatically distributed the amount equally between the months of the budget. These figures can be modified throughout the year to reflect changes to the account. If everything is correct on the screen, enter your password and press <F10> to complete the transaction.

### **Field Descriptions for the Budget Maintenance Add Screen:**

#### **~Accounting Code~**

This is the code for the account that you want to track budget information on. This code is taken from the ACT screen.

#### **~Budget Year~**

Enter the budget year that you want to track for this account. If the budget year starts in one year and ends in the next, the budget year would be the latter.

#### **~Effective Date~**

This is the date this account became effective. The system will insert the effective date into this area if there is an effective date on the account you are working with.

#### **~Start Year~**

This is the year the budget is starting in.

#### **~Starting Month~**

This is the month the budget is starting in. Valid entries are 1-12.

#### **~Number of Months~**

This is the number of months that this budget will be tracked for.

#### **~Distribution~**

This is the type of distribution that this amount will be distributed by. The valid entries are A = Auto and M = Manual.

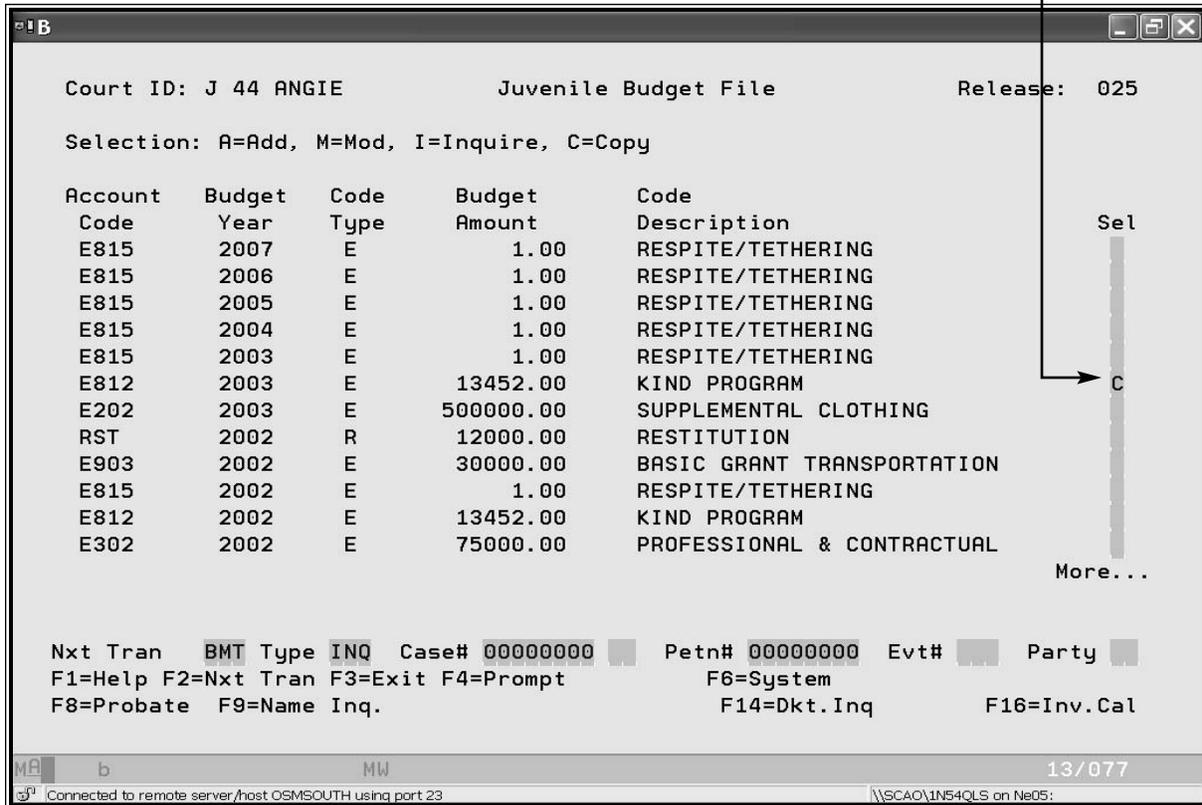
#### **~Amount~**

This is the amount of the budget for this account.

### Example of Copying a Budget Record:

The system will allow you to copy a budget record from the most recent year to the next year.

1. Enter a "C" on the line to the right of the budget record that you are copying and press <Enter>.



The system will return the following screen.

The system has copied the budget record with the exact information from the previous record except it changed the budget year to the current year.

**B** Court ID: J 44 ANGIE Juvenile Budget File Release: 025

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account Code	Budget Year	Code Type	Budget Amount	Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E812	2004	E	13452.00	KIND PROGRAM	←
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	←
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	

More...

Nxt Tran BMT Type INQ Case# 00000000 Petn# 00000000 Evt# Party  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MA b MW 07/077  
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

### Example of a Court Budget Modify:

1. Enter a "M" on the line to the right of the record that you want to modify and press <Enter>.

Court ID: J 44 ANGIE                      Juvenile Budget File                      Release: 025

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account Code	Budget Year	Code Type	Budget Amount	Code Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	M
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E812	2004	E	13452.00	KIND PROGRAM	
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	

More...

Nxt Tran   BMT Type   INQ Case# 00000000   Petn# 00000000   Evt#   Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt                      F6=System

F8=Probate F9=Name Inq.    F14=Dkt.Inq                      F16=Inv. Cal

08/077

Connected to remote server/host OSMSOUTH using port 23                      \\SCAO\1N54QLS on Ne05:

The system will return the Budget File Maintenance Modify screen. Any field can be modified except the accounting code field, budget year and effective date fields.

Court ID: J 44 ANGIE                      Budget File Maintenance                      Release: 025

Accounting Code : E815                      Budget year : 2007                      MOD

Effective date : 00/00/0000

Start year : 1990                      Starting month : 10                      Number of months : 12

Distribution : A (A=Auto M=Manual)                      Amount : 1.00

Fund	Activity	Account	Type	Account description			
00292	00688 00	00813 000	E	RESPITE/TETHERING			
1990	October	1990	November	1990	December	1991	January
	.08		.08		.08		.08
1991	February	1991	March	1991	April	1991	May
	.08		.08		.08		.08
1991	June	1991	July	1991	August	1991	September
	.08		.08		.08		.12

F1=Help                      F3=Exit                      F6=System  
F14=Dkt. Inq                      F16=Inv. Cal

MA b MW 06/015

Connected to remote server/host OSMSOUTH using port 23                      \\SCA01\IN54QLS on Ne05:

When all modifications have been made, press <Enter>, then enter your password and press <F10>. The system will save your changes and return you to the Budget File screen.

### Deleting Budget Records:

Budget Records can't be deleted.